



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 7/14/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. MS 303		Date Received DEC 8 1972	Application No. 431	Date Completed DEC 12 1972
3. AGENCY, Division, Subdivision & Administering Office Address Georgia State Merit System Classification and Compensation Division		4. Person to Contact Michael M. Morris		
		5. Working Title Personnel Tech. II	6. Tel. No. 656-2709	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1966 to date

9. Exact Series Title
Merit System
Classification Specification Files

10. What is the function of the office in which this record series is created?

These records accumulate as a result of administering a state-wide program of Personnel Administration and are created as a result of (but not limited to) establishment and maintenance of (1) Classification Plan consisting primarily of a class specification for each class. (2) Job Description for each position (3) Allocation of each position to a class and (4) Compensation Plan.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

- (1) File relates to establishment of a class specification for each class.
- (2) File consists of class specification, together with any modifying information.
- (3) Filed in numerical order by class specification number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				.15	.075		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
Diebold Power Files	1½	7½		50			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
				1	1	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ ☐
14. Is there a duplication of this series in another office or agency?
Personnel Technicians and agency Personnel Officers have copies ☒ ☐
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. All personnel officers given copy ☒ ☐
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒
18. Could the function be performed if the files were lost or destroyed?
Each major personnel officer has a copy ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept Current years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. This agency recommends the following disposition of the file series.

Upon abolition of class, transfer to inactive file; hold in current files area till end of calendar year; transfer to Archives.

This disposition is recommended by head of State Records Section of Archives.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) Date		OTHER REQUIRED SIGNATURES	DATE
<i>William M. Dyer</i> 11/28/72			
26. Recommendations in paragraph 25 are: 4/3/	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dyer</i>	11/28/72
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dyer</i>	12-11-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	12-8-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Steel</i>	12-14-72

STATE RECORDS COMMITTEE

ASSISTANT FOREST PATROLMAN

CHARACTERISTICS OF THE CLASS
GENERAL NATURE OF WORK

Receives training in forest fire suppression work, and operates tractors in the suppression of forest fires as required. May act as a dispatcher in the larger forestry units, coordinating, via two-way radio, the fire suppression activities of the unit. The duties of positions in this class differ from those in the Patrolman class in that they are performed under closer supervision, and are more limited in responsibility. Duties are of routine difficulty and are performed under close to general supervision, depending upon the incumbent.

EXAMPLES OF WORK

The following examples are illustrative of the duties assigned to positions of this class. No attempt is made to be exhaustive in this listing.

Operate and receive training in the operation of trucks and tractors in the suppression of wildfires.

Set backfires, plow pre-suppression firebreaks, and assist landowners in controlled fires on their property.

Perform various maintenance duties on the equipment, buildings and grounds of the unit.

As necessary, man lookout towers for the location of wildfires.

In the larger Forestry units, may dispatch and coordinate equipment on wildfires.

Maintain the necessary records pertinent to the units activity.

QUALIFICATIONS OF THE APPLICANT
NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Ability: to learn how to operate and maintain large and small trucks and crawler type tractors.

TRAINING AND EXPERIENCE

The following standards express the minimum background of training and experience DESIRABLE as evidence of an applicant's ability to qualify for positions in this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for admission to the examination.

Completion of a tenth grade education.